



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Training

TITLE: Staff Training File

CUTOFF: Separation of Employment

DESCRIPTION: New staff training completion letter and test scores, new staff orientation and on-the-job training forms, requests for training (both inservice and outside training; approved or denied), outside training evaluations, copy of annual training record (generated from Training Management System), proficiency tests, credentials for institutional training officers and adjunct trainers.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES: Maintain onsite for 2 years and then transfer to State Records Center.

DISPOSITION ACTION: Destroy

SERIES #: 21742

SERIES STATUS: Approved

APPROVAL DATE: 12/17/2008
